



SALTFORD PARISH COUNCIL

Tuesday 6 February 2024 7:15pm

Avon Room, Saltford Hall

AGENDA

1. MINUTES

To receive and confirm as a correct record the minutes of the meeting of the Council held on 9 January 2024 (draft copy available on the [website](#) and on the screen).

2. APOLOGIES FOR ABSENCE

To report any apologies received by the Clerk for inability to attend this meeting.

3. DECLARATIONS OF INTEREST

To receive any declarations of Members' interests in any item on the agenda. *The Council's Code of Conduct defines where a Member has a declarable interest and the effects of declarable interests on participation.*

(Items 1-3: 5 minutes)

4. PUBLIC TIME

In accordance with Standing Orders, to receive any addresses or statements by members of the public on matters on the Parish Council agenda, limited to three minutes per person.

(Up to 15 minutes, at Chair's discretion)

5. CHAIR'S ANNOUNCEMENTS

To receive any announcements from the Chair.

(5 minutes)

6. CLERK'S ANNOUNCEMENTS

Following circulation of the Clerk's Report to Councillors ahead of the meeting, to receive a summary of any announcements and information from the Clerk.

(5 minutes)

7. REPORT FROM B&NES COUNCIL WARD COUNCILLORS

To receive any written report from B&NES Ward Councillor(s) for Saltford. If present, to invite Ward Councillor(s) to give a short report to the Council. To ask Ward Councillor(s) any questions relating to the report or if relevant, to ask B&NES Ward Councillors for information about item(s) on the agenda.

(5 minutes)

8. PLANNING MATTERS

- a. **Decisions and Appeals** – To note any decisions by B&NES Council and any appeals to the Planning Inspector made in respect of Saltford planning applications.
- b. **Planning contraventions** – To receive any updates on matters which have been referred to B&NES Council regarding possible contraventions of planning controls.

To receive any reports of other new possible planning contraventions.

- c. **Planning items of urgent information** – To receive any reports of urgent information related to planning matters.
- d. **Planning applications** – As a statutory consultee, to consider the following planning applications in respect of which B&NES Council has invited comments (Further information is [available online](#) on the B&NES Council planning portal and may be displayed on a screen at the meeting):

24/00135/EODPA - 2 Roundmoor Close Saltford BS31 3AN. Application for prior approval of a proposed enlargement of a dwellinghouse by construction of an additional storey. Leah Colbourne

24/00155/RES - Land Parcel 0005 Bath Road Keynsham. Reserved Matters for the development of 208 homes, replacement sports pitch to facilitate expanded primary school, open space, landscaping and all associated infrastructure pursuant to planning permission ref: 20/02673/OUT. Curo Enterprise Ltd

24/00306/FUL - 47 Manor Road Saltford BS31 3AB. Loft conversion with 2 storey balcony extension to rear elevation and erection of attached annex and garage. Mr S Coombs And Ms K Fegan

24/00360/FUL - Staddle Stones 5 Saltford Court Saltford BS31 3EB. Erection of two storey side extension, new front gable facade, first floor rear balcony and associated works. Mr/s Selwood

- e. **Planning Policy: B&NES Council Local Plan including SPC's request for 'Saltford South' landscape designation (AGLV or LGS)**

- To receive an update on information from B&NES Council with regards to the B&NES Local Plan.
- To note that SPC will respond to the B&NES Council Local Plan Options Consultation at its March meeting
- To receive an update from Cllr Jon Godfrey following his representation of SPC at the Local Plan public meeting as hosted by B&NES Ward Councillors on 26 January (unless included under Item 5).
- To receive and discuss the response received from B&NES Council's Cabinet Member Cllr Matt McCabe to decline SPC's request for landscape designation at 'Saltford South', following SPC's submission of its

[‘Landscape designation request – Reaffirmation plus options from SPC’ paper](#) as resolved at the January meeting.

- To resolve to respond to B&NES Council’s Cabinet Members, and to include in SPC’s response a request for B&NES Council to reconsider the basis of its views and decision, and for SPC to question the process taken by B&NES Council following SPC’s requests (draft copy available on Cllrs SharePoint). Also, to resolve who to copy SPC’s response to and/or seek direct support from regarding SPC’s request for landscape designation at ‘Saltford South’, including to resolve to request a meeting between SPC’s Local Plan Working Group and Jacob Rees-Mogg MP. To agree to publicise SPC’s full response to B&NES Council’s Cabinet on its website and other communication channels as appropriate .
- To share communications about how SPC has requested B&NES Council’s Planning Policy team make the Local Plan Options Consultation more accessible to Saltford residents.
- To receive an update from the Local Plan Working Group, if any (any recommendations from the group will be considered by full council under a separate item)

(Planning Matters - 15 minutes)

9. FINANCIAL MATTERS

- a. **Monthly Financial Reports** – To receive the monthly financial report for January 2024 (report is also available on the [Meetings – Agendas and Minutes](#) page of the website).
- b. **Schedule of Expenditure** – To authorise all regular payments made or to be made during February 2024 as listed on the schedule (the schedule is also on the [Meetings – Agendas and Minutes](#) page of the website).
- c. **Great Western Air Ambulance Charity (GWAAC) grant funding application** – To discuss and resolve a request for grant funding of £1,000 by GWAAC for support towards patient monitors which also double as defibrillators (total project cost: £16,500) (Budget: Misc. Grants).

If agreed, to resolve to exceed the ‘Miscellaneous Grants’ budget for the current financial year.

- d. **Saltford Community Association Saltford Festival grant funding application** – To discuss and resolve a request for grant funding of £1,000 towards the promotion and advertising costs of the Saltford Festival 2024, as well as limited funding to support the costs of some events (Budget: Misc. Grants).

If agreed, to resolve to exceed the ‘Miscellaneous Grants’ budget for the current financial year.

(10 minutes)

10. DONATION REQUEST FROM CPRE (CAMPAIGN TO PROTECT RURAL ENGLAND) (INCLUDING TO RESOLVE SPEND).

Following new information received from CPRE, to discuss and agree whether to authorise a spend of either £36 or £60 for Parish Council annual membership to CPRE Avon and Bristol branch (Budget heading: Environment).

(5 minutes)

11. REQUEST TO FUND THE RELOCATION AND MAINS CONNECTION FOR B&NES COUNCIL'S VEHICULAR ACTIVATED (VAS) SIGN ON A4 BATH ROAD (INCLUDING TO RESOLVE SPEND).

To consider Ward Cllr Duncan Hounsell's suggestion that the VAS sign on the A4 Bath Road (near The Glen Junction) is funded by SPC to be relocated and connected to mains power (currently solar powered). This follows the failure of the VAS sign to function adequately, particularly in the winter months and during periods of inclement weather. To resolve a spend of £1466.40 (£1,222+20% uplift) for the works as in the quote forwarded by B&NES Council (Budget: CIL Funds).

(5 minutes)

12. CHURCHYARD GROUNDS MAINTENANCE MARCH 2024 TO FEBRUARY 2025 (INCLUDING TO RESOLVE SPEND)

To resolve which contractor will be asked to undertake the regular churchyard grounds maintenance for the year starting on 1 March 2024 according to the specification agreed in January. To discuss quotations received as requested from three companies. To resolve a spend of up to £5,200 p.a. + VAT (maximum quote received) (Budget heading: Churchyard Maintenance).

If the quote accepted is above SPC's budget for 2024/25, to resolve to exceed the 'Churchyard Maintenance' budget.

(5 minutes)

13. CHURCHYARD INSPECTION AND MEMORIAL SAFETY CHECK (INCLUDING TO RESOLVE SPEND FOR CHURCHYARD WALL WORKS)

To resolve a spend of £600 (Budget: Churchyard Special Maintenance Projects) for maintenance work to a section of churchyard wall as identified requiring attention during the last Churchyard inspection (October 2023) (Quote available on Cllrs SharePoint).

If agreed, to resolve to exceed the 'Churchyard Special Maintenance Project' budget for the current financial year to accommodate agreed spend.

To receive an update on any further actions regarding wall maintenance matters and tree works at St Mary's Churchyard.

(5 minutes)

14. WEST OF ENGLAND COMBINED AUTHORITY UK SHARED PROSPERITY FUND (WECA UKSPF) RURAL ENGLAND – REQUESTS FOR SALTFORD PARISH COUNCIL LETTER OF SUPPORT

WECA's UKSPF Rural England Prosperity Fund is a new scheme for rural communities. SPC can only support one application for WECA UKSPF funding, and a letter of support from the Parish Council is required by WECA for a community organisation to make an application to WECA (end date: midday 16 February).

Following receipt of copies of application forms from two eligible Salford organisations, to resolve whether to write a letter of support to WECA to support:

- Salford Community Association (SCA)'s application for £16,500 towards the costs for the provision of battery storage for Salford Hall's solar panel system.

Or:

- Salford Sports Club (SSC)'s application for £40,000 to update and modernise the Salford Sports Club.

(Copies of Salford Community Association and Salford Sports Club's draft applications for WECA UKSPF funding available on Cllrs SharePoint).

(5 minutes)

15. B&NES COUNCIL NOTICE OF INTENT FOR PROPOSED CHANGES TO PARKING RESTRICTIONS NEAR A4 BATH ROAD, KEYNSHAM (NI TO LIST – 23-025 PIXASH LANE, ASHMEAD ROAD AND ELLSBRIDGE CLOSE, KEYNSHAM)

To discuss and resolve any representations, with grounds, in response to B&NES Council's Notice of Intent consultation for proposed changes to:

'Introduce No Parking At Any Time in lengths of Bath Road, Ellsbridge Close and Ashmead Road, Keynsham'

And:

'Remove No Parking At Any Time in lengths of Pixash Lane, Keynsham'

(Information on Cllrs SharePoint and [B&NES Council website](#) under [23-025](#)).

(5 minutes)

16. PARISH WALK

To resolve whether SPC will continue to arrange and lead the annual SPC Parish Walk in future years (including 2024), or to arrange instead a biannual walk as part of the Salford Festival programme, or to cease its arrangement entirely due to low uptake in recent years.

If to take place in 2024, to agree the date of 12 June for the walk and for this to be listed in the Salford Festival Programme.

(5 minutes)

17. LOBBY SALTFORD WARD COUNCILLORS TO OPPOSE REMOVAL OF GREEN BELT FROM BRISTOL AIRPORT (NORTH SOMERSET COUNCIL PROPOSED LOCAL PLAN)

To discuss and resolve whether to lobby Saltford's B&NES Ward Councillors to oppose removal of green belt from Bristol Airport as in the North Somerset Council proposed Local Plan to 2039 (section LP9), at the request of the Parish Council Airport Association (PCAA). The PCAA has stated that 'the additional scrutiny that Green Belt imposes on the airport is essential and needs to be maintained' and that the PCAA strongly opposes the proposal.

(This is further to the resolution made by SPC at its January meeting - Item 9.e - to support the PCAA's objection to this proposal).

18. NORMAN ROAD PHONE BOX – PROJECT UPDATE

To receive an update on the replacement Norman Road phone box project, including information about National Grid reconnection and unmetered connection works.

(5 minutes)

19. ASSET CHECKING OUTCOMES

To receive any outstanding reports on asset checking.

To receive and resolve any actions arising from asset checking, including seeking quotes for any works required. Spend, if required, to be agreed at a future meeting.

(5 minutes)

20. FLOODING OF SALTFORD'S RIVERSIDE AREAS INCLUDING HIGHWAY

B&NES Council is the [Lead Local Flood Authority](#). Considering B&NES Council's responsibility for - and powers relating to - flood risk, to discuss any actions that can be taken by SPC relating to the impacts of flooding on Saltford's riverside areas and flood defences as experienced in January 2024. Any actions, if identified, will be resolved at a future meeting.

To acknowledge 'Flood prevention/mitigation' as part of the remit of SPC's Local Riverside Working Group, and to agree the date of the next meeting of the working group. Any recommendations by the Working Group (if received) will be resolved at a future meeting.

(5 minutes)

21. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

To receive any updates and information about environmental initiatives in Saltford.

To resolve to distribute 'Hedgehog Highways' signs to residents attending the Annual Parish Meeting and Big Thank You on Friday 1 March 2024.

(3 minutes)

22. DATA PROTECTION AND GDPR UPDATES

To receive an update on progress for data management and GDPR compliance.

(3 minutes)

23. PUBLICITY

To discuss the contents of SPC's upcoming SCAN page (10 February deadline).

(3 minutes)

24. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

To receive any reports from Link Members on external organisations. (3 minutes)

25. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

To receive any reports of urgent information from Parish Councillors. (3 minutes)

26. RESOLUTION TO EXCLUDE ALL MEMBERS OF THE PRESS AND PUBLIC

To pass a resolution to that in accordance with Standing Order 3.d, in view of the confidential nature of the information to be shared, it is advisable to that the public and press be temporarily excluded and that they are instructed to withdraw.

(1 minute)

27. SPC COUNCILLOR SABBATICAL REQUEST

To discuss and resolve to agree a six-month sabbatical to a SPC Councillor, ending June 2024.

(3 minutes)